

June 27, 2006

Dear TSP Applicant:

Thank you for your interest in the General Services Administration's (GSA) Centralized Household Goods Traffic Management Program (CHAMP). CHAMP is the Federal Civilian Agencies' premier program for transportation services; across a state, across the country, or across the world with the relocating employee's belongings. We are continually looking for Transportation Service Providers (TSPs) with a commitment to providing the best service and achieving the highest levels of customer satisfaction. The application process helps ensure that TSPs handling federal employees' household goods will consistently provide a high level of customer satisfaction.

All the material you need to begin the application process for the Domestic Program, the International Program, or both, is contained on the GSA's website at www.gsa.gov/transportation. Under the Household Goods Carrier Approval Application link you will find specific and general instructions for the completion of the application:

- **CHAMPD2006.XLS — The Domestic approval application;**
- **CHAMPI2006.XLS — The International approval application; and**
- **ApplInst06_07.PDF — Application Instructions**

The Household Goods Tender of Service (HTOS) can be downloaded or viewed from the same web site address, under the Household Goods link. Follow the link to the HTOS and RFO Library.

In order to use these files you must have an IBM-compatible computer running Microsoft Windows® 95 or higher. In order to complete the application(s) you must have Microsoft Excel®. Because of the internal formatting of the application, we will not accept any application completed in software other than Microsoft Excel®. **GSA will not be sending separate correspondence to verify that your application was received. Therefore, if you prefer confirmation that GSA received your file, please mark return receipt on the e-mail upon the submission of your final application.** If we cannot open the files returned to us, we will return the application. You will then have additional time, as determined by GSA, to correct the deficiency and return the application to us. If we do not receive a corrected file or if we still cannot open the files by the extended due date, we will reject your application.

Participation in the Domestic Program requires a TSP to maintain certain levels of cargo insurance. Participation in the International Program requires a TSP to maintain both a certain level of cargo insurance and a performance bond. The provisions of the Household Goods Tender of Service regarding submission of the cargo insurance certificate and, if applicable, the performance bond and the due dates for such submission are hereby waived until such time as you are approved and receive specific instructions. Participation in either the Domestic Program or International Program does not guarantee business. Approval only allows Federal agencies to view your filed rates.

The completed Excel® applications must be returned and received by GSA via e-mail to the address Reg6.Transportation@gsa.gov prior to 4:30 PM CST **August 30, 2006**. The same due date applies to paper requirements. Paper document requirements for each application should be forwarded to the mailing address identified below:

General Services Administration
Property & Traffic Management Division (6FBD-X)
Attn: Kim Chancellor
1500 E. Bannister Road
Kansas City, MO 64131

If you have any questions about the setup of these files or any questions about completing the application, contact Kim J. Chancellor or Brian Kellhoffer at (816) 823-3646 via e-mail at kim.chancellor@gsa.gov. or brian.kellhofer@gsa.gov.

Sincerely,

Ed Hodges
Director, Property and Traffic Management Division
Centralized Household Goods Traffic Management Program (6FBD-X)